SET UP A GRADE BOOK WITH SETUP WIZARD

If you have not set up your grade book, you will automatically be taken to the Setup Wizard to create your overall grade book settings.

Step 1: Select a grading system *(we suggest choosing either the Weighted or Points system)*

**Weighted** – Grade items and categories are calculated as a percentage of the final grade worth 100%. The weighted system calculates grade items as a percentage of a final grade worth 100%. The Max. Points you assign to individual grade items can be any value, but their contribution towards the category they belong to and the final grade is the percentage value (weight) assigned to them.

Grade items in a category count as a percentage of that category, not of the final grade. Therefore, grade items in a category should combine to a weight of 100%.

For example, if you have a category worth 10% of the final grade with two equally weighted grade items, the weight of each grade item is 50%, (its contribution to the category), not 5% (its contribution to the final grade).
Since it’s a category’s weight and not an individual grade item’s weight that counts toward the final grade, the final grade is inaccurate until all the items in the category are graded. Therefore, releasing calculated final grades to students before the end of the course might be misleading.

If your grade items do not add up to 100% you receive a warning message. You can ignore this message if you choose; a balanced grade book is not required. If the weights assigned to grade items do not sum to 100%, the tool adjusts the weight of each item. For example if you have three grade items with a weight of 25% each, each item is actually calculated as 33%. This is true for categories and the final grade.

**Points-based** – Use the points system when you want the Max. Points assigned to a grade item to be equal to its contribution to the final grade. Final grades are calculated by adding a student’s score on all grade items together and dividing by the sum of the Max. Points values. The sum of the Max. Points values for all grade items does not need to equal 100.

With the points system you do not specify a category’s weight or total points. It is the Max. Points assigned to an individual grade item that counts toward the final grade.

*Tip Make sure the Max. Points assigned to grade items reflect how much you want them to be worth. For example, don’t grade each of your 20 homework assignments out of 50 points and then your final exam out of 80 points.*

Another option in the point system is to exclude an item from the final grade calculation. This enables you to evaluate a grade category or grade item without including the grade in students calculated or adjusted final grades. The Exclude from Final Grade Calculation check box is available from the Grading section of the New/Edit Item page and the New/Edit Category page.

You can achieve similar functionality in the weighted system by setting the grade item or category’s weight to 0%.

**Formula** – *(not recommended)* Use the formula system when you want to calculate final grades using a custom formula that allows for conditions. The formula system is based on the points system, but allows you to set conditions around grade items to determine the final grade. For example, you could require that students receive at least 50% on their midterm and final exam to pass a course.
Step 2: Final Grade Released – choose the type of final grade calculation to release to students. Note that grades are not released until the instructor chooses to release them.

- **Calculated Final Grade** – final grade is calculated by the grades within the grade book. You cannot adjust the final grade without adjusting grade item scores
- **Adjust Final Grade** – You can manually change the final grade without adjusting all grade item scores. This is a good option to use if final grade is scored on a curve.

![Image](image-url)

Step 3: Grade Calculations - Select how you want to calculate ungraded items and whether you want to keep students’ final grades up to date automatically (recommended).

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
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<tr>
<td>Drop ungraded items</td>
<td>Grade items that you have not entered grades for are not counted towards students’ milestone grades and final grades. They are ignored in both calculation types. Assign a 0 for grade items you want to treat as incomplete or grade 0.</td>
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| Treat ungraded items as 0 | Grade items that you have not entered grades for automatically count as 0 towards students’ final grades. Select this option if you leave grade items blank because no work was submitted and you do not want to manually evaluate incomplete grade items.  

*NOTE*: If you add new items to the grade book later, students receive 0 until you update their scores.
Automatically keep final grade updated

If you select this check box, final grades are automatically adjusted after changing a grade item or a calculation option. If you do not select this option, you must manually go to grade book to perform final grade recalculations.

*Tip: Do not select this check box if you need to reduce page reload time for a grade book that contains a large class size.*

**Step 4: Choose Default Grade Scheme** – By default, West Chester University Official Grading Scheme is selected however instructors may also create their own grade scheme. Please refer to the Grade Scheme section for additional information on this subject.
**Step 5: Managing View Display Options** – This is the number of decimal points that display for items in the instructors view of the grade book. This option does not manage how many decimal places are displayed to students.

**Step 6: Student Display Options** - This step controls how grades appear to students. You can set whether they see their grades as straight values, percentages, or scheme levels, and whether they can see the calculation method (logic) behind their final grade.

**Points grade** - This setting determines whether or not the Points grade value associated with a grade item is displayed in the student view of grades.

E.g., 6/10.
| **Weighted grade** | This setting determines whether or not the Weighted grade value associated with a grade item is displayed in the student view of grades.  
E.g., 3/5 (for a student who scored 60% on a grade item worth 50% of a category worth 10% of the final grade).  
**Note:** This option is only available if you choose the Weighted grading system in Step 2. |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------|
| **Grade scheme symbol** | Releasing the grade scheme symbol to a student shows them the scheme level they received on a grade item.  
E.g., “Good”, "A-" |
| **Grade scheme color** | Releasing the grade scheme color shows a student the color associated with the scheme level they received.  
E.g., |
| **Number of decimal places to display** | Controls the number of decimal places students see in the grade book. The default value is 2 and the maximum value is 5.  
**Note:** This option only changes how many decimals display; it does not control how many decimals the Grades tool rounds to when calculating grades. |
| **Number of characters to display for Text items** | Controls the number of characters students see for a text item. When setting this value you should try to find a balance between presenting enough information for students to recognize the Text item and keeping the item short enough that it displays nicely. The default value is 15 and the maximum value is 50. |
| **Display final grade calculation to students** | Displaying the final grade calculation to students allows them to view how their final grade was calculated. They can see which grade items contributed to their final grade and how much, which grade items were bonus grades, and whether their grade was adjusted.  
**Note:** This option is only available in the weighted and points grading systems. |

**Step 7: Grade Setup Summary** – Provides a summary of the choices you made while setting up your grade book. If you change your mind on any of the choices, click Go Back to return to the step and adjust it. Clicking Finish on this page completes the set up and takes you to a list of options for continuing work in the Grades tool: